

# 2009 Gaming Permit Application Renewal Instructions check list



Failure to complete any portion of this application will result in the delay of your permit. Use these instructions to make sure all information has been completed.



## Page 1: Permit Application

### ORGANIZATION INFORMATION

- ☐ Enter your organization's Federal Employer Identification Number (EIN), gaming permit number, phone number, and fax number.
- ☐ Enter your organization's name and website address, if applicable.
- ☐ Enter your organization's mailing address with zip code + 4.

### ENTITY TYPE

- ☐ Check one box: Corporation, Partnership or Association.

### ORGANIZATION TYPE

- ☐ Check one box. Refer to AS 05.15.690 and AAC 160.995 for definitions of the organization types.
- ☐ Membership Question Your must check the application box.

### MEMBERS IN CHARGE OF GAMES

- ☐ Primary and Alternate Members in Charge of Games, must be members of the permittee. (Social Security Numbers are required.)

### LEGAL QUESTIONS

- ☐ Answer the questions by checking the appropriate box. If you answer "yes" to either of the questions, you must submit, as an attachment, the person's name, date of birth, social security number and position of responsibility.

## SIGNATURES & PAYMENT

- ☐ Two signatures are required. If the person signing as the primary or alternate member is also the organization's president, then another officer of the organization must sign the application. Check the applicable box under Permit Fee. You can pay the fee online at [www.tax.alaska.gov](http://www.tax.alaska.gov), or you can submit a check payable to the State of Alaska with your application.

## Page 2: Permit Application

- ☐ Enter your organizations name and permit number at the top of page 2.

## FACILITY- BASED GAMES

- ☐ Complete all boxes under Facility-based games. See Mandatory Attachments for Calcutta Pools and Special Draw Raffles.

## AREA-BASED GAMES

- ☐ Under Area, list each city or borough where your organization will conduct gaming activities. Under Game Type, designate the specific game type(s) that your organization will conduct in the designated area. If your organization will conduct gaming activities in more than two areas, attach additional sheets as necessary.

## MANAGER OF GAMES

- ☐ Manager Information. (Complete all boxes only if your organization has self-directed pull-tabs and/or bingo. The manager can be the primary or alternate member in charge, or another person appointed to manage the games.)

## **VENDOR INFORMATION**

- ☐ Complete all information in each box for every bar or liquor store listed.
  - ☐ Attach a 2009 Pull-Tab Vendor Registration form completed and signed by both parties.
- ☐ Vendor compensation may not exceed 30% of the ideal net of each pull-tab game.
- ☐ \$50 registration fee must be enclosed for each vendor registration.

## **OPERATOR INFORMATION**

- ☐ List the name of the operator, the operator's business name, the types of games to be conducted, and the operator's license number.
- ☐ Attach a signed operating contract.

## **MULTIPLE-BENEFICIARY PERMITTEE INFORMATION**

- ☐ List the name of the MBP, the types of games to be conducted and the MBP permit number.

## **DEDICATION OF NET PROCEEDS**

- ☐ Describe in detail how the organization intends to use the net proceeds from gaming activities. (See statutes and regulations. Planned uses must be consistent with AS 05.15.150 and 15 AAC 160.810.)

## **Mandatory Attachments:**

- ☐ Renewal applicants are no longer required to submit a membership list with their application. However, your organization may be required to provide proof of membership during an audit, inspection, or investigation. Signed Operator Contract. (Only if an operator conducts gaming for your organization.)
- ☐ If applying for a Special Draw Raffle permit, Attach a detailed description of how the special draw will be conducted.
- ☐ If applying for a Calcutta Pool permit, a statement providing the date and physical location of the auction and the date and physical location of the event. A separate permit is required for each Calcutta pool conducted.

## **Additional Attachments:**

- ☐ Test answer sheet, if applicable, for Primary or Alternate Member in Charge or Manager of Games.
- ☐ Copy of revised Articles of Incorporation and By-laws (if applicable). (Only if your organization has made changes since the last set provided to the department.)

## **Regulation 15 AAC 160.020(e) Permit Application**

An applicant for a permit that is not a municipality shall accomplish the notice required under AS 05.15.030(a) by submitting two copies of the application submitted under (a)(1) or (b)(1) of this section to each city or borough nearest to the location in which the applicant seeks to conduct an activity permitted under AS 05.15.

**Please allow 3 to 4 weeks for your application to be processed.**